

## 2007-08 IPTV/RTL End-of-Year Evaluation Survey Directions for PROVIDER Book Club Trainers

Important Notes about the End-of-Year Evaluation Survey:

1. You will give the survey the month before your last Book Club session. (If your last session is in May, give the surveys in April. If you last session is in June, give the surveys in May.) This will allow you to have those who miss your second-to-last session do the survey at your last session.
2. Separate the surveys. **Participants will complete the AFTER survey first, then the BEFORE survey.**
3. Assign a simple participant code to each person.
  - ▲ Give each person a number (1, 2, 3, etc.) or use their first & last initial if none are the same (DG, TL, etc.)
  - ▲ Fill in the participant code on each person's BEFORE and AFTER surveys. **Use the same code on both the BEFORE survey and the AFTER survey.**
4. IPTV highly recommends that you – the trainer - complete the following survey identification information for your participants, as it will save time and confusion:
  - ▲ Participant code
  - ▲ Today's Date (use the date that the survey is being given)
  - ▲ IPTV Provider Book Club Name – **This is the name you use on your monthly reporting form.**
  - ▲ Provider Book Club Trainer's Name
  - ▲ How many book club sessions the participant has attended between September 1, 2007 and the day you give the survey. - **The number of sessions attended should not include the session in which the survey is being completed.**
5. Collect the AFTER survey, **then** distribute the BEFORE survey. If someone wants to compare what they marked on the first survey before answering the second survey, do not let them do so.
6. Depending on your group, you may read each question to the participants. You may also divide the participants into small groups or work with them one-on-one.
7. The surveys will be color coded. The AFTER survey will be white and the BEFORE survey will be yellow.
8. Participants may need a short stretch break between the AFTER and BEFORE surveys. Dena suggests having the participants do some kind of physical movement such as standing up, doing 5 jumping jacks, turning around in a circle 3 times, 2 toe touches, or something else. Then sit and do the BEFORE survey.
9. Returning your surveys to IPTV:
  - ▲ If your last Book Club session is in May, your End-of-Year Evaluation surveys are due June 5.
  - ▲ If your last Book Club session is in June, your End-of-Year Evaluation surveys are due June 20.
  - ▲ Mail surveys to: Tammy Lorch – Iowa Public Television – PO Box 6450 – Johnston, IA 50131
  - ▲ Do **NOT** send surveys to IPTV in boxes with undistributed books!

### SURVEY DIRECTIONS *(Please read these to your group.)*

1. Iowa Public Television's Ready To Learn service has two surveys for us to complete. This is a requirement of the grant that provides us with books and materials for each book club session.
2. This is **not** a test. No one will know your answers or your name. You do **not have to put your name on this.** I have assigned each of you a code. It will be on both of your surveys. IPTV will use it instead of your name.

*(Distribute one copy of the AFTER survey to each participant.)*

3. Fill out questions A through F, then stop. If you have questions, I will be happy to help.
4. As you complete the survey, please remember that there are no wrong answers. Please be honest. I will be sending the surveys to Iowa Public Television. They will compile the answers and then let me know how our group responded to the survey. They won't let me know how each of you answered but how the group answered. So, the report might say, "10 people answered 'yes' to question 1."
5. **When you complete the survey, focus on the children you care for and educate in the age range that you marked in question F. For most of you this will be children 3 through 5 years of age.**
6. Do you have any questions? If you have questions when you are completing the survey, let me know and I will be glad to help.

*(Skip these next two instructions – 7 & 8 – if you have already completed these sections.)*

7. Please fill in today's date and the IPTV Provider Book Club Name which is: \_\_\_\_\_.

8. Fill in my name in the space that says, "Provider Book Club Trainer's Name."
9. Please follow along as I read the directions and then we will do questions 1 & 2 together.
10. When you answer these questions, think about what:
  - ▲ a **typical** day, week or month is like **now** since you started coming to book club.
  - ▲ you do with your children **now** since you have been coming to book club.
11. Circle only **one** answer for each statement. Do not put your circle between or around two choices as this makes your response invalid.
12. The first question says, "**NOW**, I have conversations with the children." Think about what you do **now**, since you started coming to the book club sessions when you answer this. If you do not talk with the children, circle "NO." If you do, circle one of the following: monthly, weekly, daily. Think about what you do most of the time.
13. Look at question 2: "**NOW**, when talking with children I teach new words." Do you do that **now**, since you started coming to the book club sessions? If you don't, circle "NO." If you do, circle one of the following: monthly, weekly, or daily.
14. The directions for answering questions 3-12 are just like those for questions 1 and 2. Do questions 3-12 now and stop when you get to question 13. If you have questions about any of the items, let me know and I will be glad to help.

*(After everyone has finished, proceed with the next set of directions.)*

15. Look at question 13. If you **only** care for children younger than 3 years old, do not answer this question. Just rest for a moment!!
  - ▲ If any of the children you care for are 3 years and older, answer question 13 now and then stop.

*(After everyone who is supposed to complete question #9 has done so, proceed with the next set of directions.)*

16. Now, complete questions #14-19, then stop.

*(After they have completed question 19, continue.)*

17. Question 20 asks you to put an "X" in the box that best answers the question—**NOW**, how much time do you let children in your care spend each day watching television, videos/DVDs or using the computer? Please complete these questions now.

*(When the group is finished, proceed with the next set of directions.)*

18. Please turn in the **AFTER** survey.

*(Collect the **AFTER** surveys **before** you distribute the **BEFORE** survey.)*

*(Distribute the **BEFORE** survey to each participant. Have participants fill out the Participant code, date and IPTV Provider Book Club Name unless you have already completed this information for the group, then move to instruction 20.)*

19. This survey is just like the first one **EXCEPT** you are to think about what you did **BEFORE** you started coming to the book club sessions. When you are completing it, please remember that there are no wrong answers.

20. It is important that you think of a typical day **BEFORE** you attended a book club session. If you have questions, let me know and I will be glad to help.

*(After everyone has finished, proceed with the next set of directions.)*

21. Please turn in the **BEFORE** survey.

*(Collect the **BEFORE** survey.)*